

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF SAFE AND DRUG-FREE SCHOOLS
EMERGENCY RESPONSE AND CRISIS MANAGEMENT
TRAVEL SCHOLARSHIP APPLICATION FOR CRISIS PLANNING TRAININGS**

The U.S Department of Education is committed to assisting school districts in the development of comprehensive crisis plans. As part of this commitment, the U.S Department of Education's Office of Safe and Drug-Free Schools, in collaboration with the Department of Education's Emergency Response and Crisis Management Technical Assistance Center (ERCM TA Center) is pleased to offer a limited number of **travel scholarships** to personnel from individual schools and school districts seeking to attend and participate in the *Crisis Planning for Schools* Trainings. The travel scholarships provide financial assistance to cover the travel (airfare or mileage) of attendees from Local Educational Agencies (LEAs) or private schools.

Who Is Eligible?

School employees who are responsible for ensuring the safety and security of the students and staff within their school or district are eligible to apply.

What are the criteria for the travel scholarships?

- The applicant must submit a **completed** Scholarship Application with **all** requested attachments:
 - Proposed travel budget, to include:
 - Projected mileage from Mapquest.com or a similar site if mileage reimbursement is requested (noting travel from the organization's mailing address to the meeting hotel)
 - A quote received from an airline carrier or travel Web site if airfare is requested.
 - Travel Scholarship Concurrence form signed by the applicant's supervisor or by the District's Superintendent.
- The applicant must articulate how the training relates to their current work and how they plan to share their learnings with their colleagues after the training.
- The applicant must apply for a travel scholarship to attend the training that is closest to their geographic location.
- The applicant's organization must commit to covering all costs not covered by the travel and lodging scholarship, such as per diem, parking, and local travel.

What is covered for all meeting participants?

- Lodging at the conference hotel, for up to two nights, will be provided to all non-local attendees.
- Meeting materials will be provided for all participants.
- Continental breakfast and mid-morning snacks will be provided on site both meeting days. Lunch and an afternoon snack will be provided on site for the first day of the meeting.

What does the travel scholarship cover?

The travel scholarship will cover travel expenses up to \$500

- Travel scholarship awards are limited to one individual per LEA and may not exceed \$500.
- Roundtrip airfare, train fare, or bus fare will be **reimbursed after the training** provided that appropriate receipts and completed evaluation and feedback forms are provided by scholarship recipients. Receipts and appropriate documentation should be mailed to:

Emergency Response and Crisis Management
Technical Assistance Center
Attention: Elizabeth Eaton
10530 Rosehaven Street, Suite 400
Fairfax, VA 22030

- Mileage will be **reimbursed after the training** as part of the travel scholarship for participants who seek to drive to the training instead of fly. Mileage will be reimbursed @ \$0.445/mile. Rental cars cannot be covered.

Scholarship recipients are strongly encouraged to take advantage of excursion or other special airfares (such as 14-day advance purchase) when booking air travel.

TRAINING SCHEDULE

Regional Training Sites and Dates	Deadline for Scholarship Applications	Scholarship Award Notification
Adams Mark Hotel Denver, CO April 26-28, 2006	March 22, 2006	March 28, 2006
Pittsburgh Hilton Pittsburgh, PA May 15-17, 2006	April 5, 2006	April 12, 2006

How do I apply?

1. Go to www.ercm.org and click the *Upcoming Crisis Planning Trainings* link in the What's New Section of the Website.
2. Complete the online training registration, once registered you will receive your training registration confirmation number.
3. Complete and print the Scholarship Application form available online at www.ercm.org and attach the required documents to include:
 - Proposed travel budget, to include:
 - o Projected mileage from Mapquest.com or a similar site should be included if mileage reimbursement is requested (noting travel from the organization's mailing address to the meeting hotel)
 - o A quote received from an airline carrier or travel Web site must be included if airfare is requested.
 - Travel Scholarship Concurrence form signed-off on by the applicant's supervisor, or by the District's Superintendent
4. Completed applications and documents must be mailed and **received by 5:00 pm EST** on the date identified in the Training Schedule (see deadline for travel scholarship application, above) to be eligible for consideration.
5. Hotel accommodations will be coordinated through the Emergency Response and Crisis Management Technical Assistance Center using the arrival and departure information provided by the applicant in his/her online registration submission.
6. Send completed application to:

Emergency Response and Crisis Management
Technical Assistance Center
Attention: Elizabeth Eaton
10530 Rosehaven Street, Suite 400
Fairfax, VA 22030
or
Fax 703-385-3206

How will scholarship recipients be selected?

Scholarship applicants will be selected based on a combination of first-come first-serve and demonstrated need. Key factors that will be considered when selecting applicants include:

- Only one scholarship will be awarded per LEA or nonpublic school.
- Applications will be prioritized based on the justification provided regarding the need for training.
- Applications will be prioritized based on the plans districts/schools indicate for using the knowledge gained to enhance their crisis planning efforts (as justified in the applications).

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF SAFE AND DRUG-FREE SCHOOLS
EMERGENCY RESPONSE AND CRISIS MANAGEMENT SCHOLARSHIP
APPLICATION FOR CRISIS PLANNING TRAINING**

Applicant Name: _____ **Title:** _____ **Date:** _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ **Home:** _____ **Fax:** _____

E-mail Address: _____

Local Educational Agency (LEA) or Nonpublic School Name: _____

Training Location: Please circle the training you would like to attend.

- April 26-28, 2006, Denver, CO
- May 15-17, 2006, Pittsburgh, PA

Please respond to the following questions (attach additional sheet if necessary).

1. Provide a brief description of your LEA or nonpublic school. How many schools make up the LEA (include both public and private schools if applicable)? How many students are served? What department or division is responsible for developing a crisis plan?

2. Provide a brief description of your position in the LEA or school and your responsibility for, or interest in, supporting the crisis planning efforts in your district.

[illegible][illegible]

Please complete the following travel cost estimate and attach a description of projected airfare /mileage (e.g., use Mapquest.com or a similar Web site to show the mileage from your organization's mailing address to the hotel):

Total amount requested: \$ _____

NOTE: Reimbursement for travel expenses will be mailed within 45 days of receipt of invoice and/or necessary receipts and documentation from your district or school.

Expenses (Completed by Applicant)	Rate/Day	Total
Personal Car Mileage (@ \$0.445 per mile) From: _____ To: _____ Note: Rental car not covered.		
Travel (airfare/train/bus)		
Taxi (to and from the airport)		
Airport parking		
Subtotal		
GRAND TOTAL		

Travel Scholarship Concurrence Form

I certify that: (1) all information in this application is accurate; (2) the applicant is an employee of our local education agency or nonpublic school; (3) the applicant will commit to attending the entire training and providing all requested feedback and evaluative suggestions; and (4) my school district or school fully supports the scholarship request.

I certify that my district/school will cover any travel costs beyond the \$500 covered by the travel scholarship to ensure the applicant can attend the entire training event.

Signature of Applicant

Signature of Supervisor

Date

Date

Name of School or LEA

Printed Name of Supervisor

Title

Street Address

City

State

Zip

Phone

E-mail